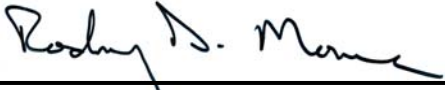


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 6	Number 27	Effective Date 12/14/06	Review Date 2010
Subject DEPARTMENT RIDE-ALONG PROGRAM			☐ New Order ☒ Replaces G.O. 102-3 (09/17/04)
References			
 Chief of Police or Designee		12/14/06 Date	

I. PURPOSE

The purpose of this Order is to establish the policy and procedure of Department members concerning the Ride-Along Program.

II. POLICY

It is the policy of the **Richmond Police** Department to provide citizens **with** the opportunity to be exposed to the Department's resources and to better understand the operational structure of the Department with hands on experience, knowledge, etc.

III. BACKGROUND

The Ride-Along Program was created to develop a sense of mutual respect and understanding between the police and citizens in the community. The Ride-Along Program provides an opportunity for both the police officer and the Ride-Along participant to develop mutual respect and understanding through interaction. The program provides an opportunity to clarify the problems and concerns that the officer and the participant may encounter within their community.

IV. PROCEDURE**A. *Community, Youth & Intervention Unit, Personnel and Recruitment Unit and Public Information Unit:***

1. The prospective Ride-Along participant must complete a ***Ride-Along Application and Liability Waiver (PD-9)***, which may be obtained from the ***Police Headquarters, any police precinct or on the police website.***

2. The participant **must** return the completed **PD-9** to the **Police Headquarters or any precinct**. Media personnel must **return the completed PD-9** to the Public Information Unit.
3. **Once completed PD-9s are received at the Police Headquarters or any precinct, they shall be forwarded to the appropriate unit noted on the PD-9. A PD-9 without any notation of a unit shall be forwarded to the Community, Youth and Intervention Unit for processing.**
4. The **assigned unit, as indicated on the PD-9, will forward the completed application** to the Central Records Unit for a records check. Once the records check **has been completed and returned to the appropriate unit**, the applicant will be notified **via email or phone by the appropriate unit** that he/she may participate.
5. The **Community, Youth & Intervention Unit and Personnel and Recruitment Unit** will forward the completed application and a blank Liability Waiver Form to the **Executive Officer of the affected Precinct/Division**. **The Liability Waiver Form will be signed by the participant, prior to riding with the assigned officer.**
6. The **Community, Youth & Intervention Unit, Personnel and Recruitment Unit and Public Information Unit** will maintain a record **of the applications submitted to their unit**, complete with dates and times of those persons participating in the program. **The Public Information Unit will maintain records of Media representatives. The Personnel and Recruitment Unit will maintain records of police applicants.**

B. Affected Division(s):

1. When the participant arrives, the Duty Sergeant will check the participant's Driver's License or other form of ID. The Liability Waiver Form will be completed and the participant's name will be placed on the platoon's or division's roster beside the name of the officer with whom the participant will ride.
2. The officer, to whom the participant is assigned, is responsible for picking up a Ride-Along Badge from the Duty Sergeant and printing the number of the badge in the upper right-hand corner of the Ride-Along application. The badge must be returned to the Duty Sergeant at the end of the officer's tour of duty. The participant must wear the clip-on Ride-Along Identification Badge at all times on the outermost garment of his/her wearing apparel.
3. The **Precinct's Executive Officer** will forward the completed application and Liability Waiver Form to the **appropriate Unit (Community, Youth & Intervention Unit, Personnel and Recruitment Unit and the Public Information Unit) at the conclusion of the Ride-Along.**
4. Officers assigned **to** a Ride-Along participant shall operate the vehicle with due regard for the participant's safety.

C. Rules Governing the Program:

1. Conviction of any felony or misdemeanor **offense** involving moral turpitude may prohibit the applicant from participating in the program. All other misdemeanor convictions will be considered on a case-by-case basis.
2. The participant must be a U.S. Citizen.
3. The participant must report to the designated Precinct. Under no circumstances will the Ride-Along **participant** be picked up at any other location.
4. The participant must be at least eighteen (18) years of age.
5. The use of cameras or recording equipment is prohibited, unless prior written approval has been granted by the Chief of Police or designee.
6. No participant is allowed into a residence or any other location where **the occupant** has a reasonable expectation of privacy without **having given** consent. Wilson v Layne, 526 U.S. 603, (1999).
7. No Ride-Along participant shall be armed with any weapon, unless prior written approval has been granted by the Chief of Police or designee.
8. Only one participant will be assigned to an **officer** at any one time unless, prior written approval has been granted by the Chief of Police or designee.
9. Participants must dress in business-like or neat casual attire to **participate in the Ride-Along Program**.
10. **Employee's** family member(s) must have special written approval from the Chief of Police or designee to ride with **their** family member(s).
11. Any law enforcement officer, including the Richmond Sheriff's **Office** approved as a ride-along **participant** shall be treated as if in a civilian capacity. **These** officers shall not be permitted to be in uniform. All rules governing **of** this program shall apply.
12. **RPD's** officers shall not be permitted to engage in any pursuit **whenever there is a** non-law enforcement occupant in the vehicle. The officer will not engage in a pursuit, unless that passenger is discharged at a safe location.
13. In extenuating circumstances, a Precinct **Commander** or designee or the Watch Commander **or the Night Supervisor** shall be authorized to approve a Ride-Along provided a waiver is signed, prior to the actual Ride-Along. Extenuating circumstances may include the arrival of out-of-town dignitaries or guests who are interested in law enforcement and time is limited for processing the appropriate papers.
14. Any exceptions to these rules will be considered on individual merit by the Chief of Police or designee.

V. **ROLES AND RESPONSIBILITIES**

All employees must fully comply with this General Order or appropriate disciplinary actions will be taken.

A. Community Youth & Intervention Unit:

- 1. Will receive and process applications for citizen Ride-Alongs;*
- 2. Will schedule all approved citizen applicants; and,*
- 3. Will provide citizen applicants with a survey to be completed.*

NOTE: Completion of survey is optional.

B. Public Information Unit:

- 1. Will receive and process applications for all media Ride-Alongs;*
- 2. Will schedule all approved media applicants; and,*
- 3. Will provide media representatives with a survey to be completed.*

NOTE: Completion of survey is optional.

C. Personnel and Recruitment Unit:

- 1. Will receive and process applications for employment with the Department Ride-Along Program;*
- 2. Will schedule all approved applicants for employment; and,*
- 3. Will provide police applicants with a survey to be completed.*

NOTE: Completion of survey is optional.

VI. FORMS

Ride-Along Application, PD-9